

TOWN OF SPRING LAKE

SUBDIVISION APPLICATION

Land Use and Development Review & Administration Manual

Form SUB-2

Version 1.0

Purpose

This application is used to request a review of a proposed subdivision under the Spring Lake Municipal Code. Applicants should review Form SUB-1 before completing this application and Form SUB-3 for the required application materials. Submission initiates the Town's review process and does not constitute approval.

Before You Submit

- ☐ Review Form SUB-1 – Subdivision Information Guide
- ☐ Complete this application in full
- ☐ Include materials identified in Form SUB-3
- ☐ Sign all required certifications and authorizations

Section 1 – Application Information

Application Type: _____

Section 2 – Property Information

Property Address: _____

Parcel Number(s): _____

Approximate Acreage: _____

Existing Zoning District: _____

Current Land Use: _____

Section 3 – Applicant Information

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Section 4 – Property Owner Information (if different)

Owner Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Section 5 – Authorized Representative

Representative Name: _____

Company: _____

Role: _____

Telephone: _____

Email: _____

Section 6 – Proposed Subdivision

Proposed Subdivision Name: _____

Number of Proposed Lots: _____

Brief Description of Request: _____

Section 7 – Required Application Materials

Acknowledgment of SUB-3: _____

Section 8 – Applicant Certification

Applicant Signature: _____

Printed Name: _____

Date: _____

Section 9 – Property Owner Authorization (if applicable)

Owner Signature: _____

Printed Name: _____

Date: _____

Town Administrative Routing & Review Sheet

Administrative Use Only

Application Number: _____

Date Received: _____

Received By: _____

Completeness Review: _____

Additional Information Requested: _____

Application Accepted for Processing: _____

Assigned Reviewer: _____

Planning Commission Meeting Date: _____

Development Staff Final Review / Action Date: _____

Final Action / Approval Authority: _____

Recording Information: _____

Administrative Notes: _____

Related Documents: SUB-1 | SUB-3